



This workshop is a training activity and sample of the University of Phoenix's five hour continuing education course entitled Understanding Time Management. Key components of this workshop include understanding the purpose of time management, employing time management skills to attain goals, and the process for developing an action plan to balance the demands of time.

**In this seminar:**

- Employees will learn the importance of time management
- Set individual time management goals
- Practice time management skills and techniques
- Develop an individual action plan

**FREE Workshop and Continental Breakfast**  
**Tuesday, April 14, 2009 7:30 am to 10:00 am**  
**Registration and Breakfast starts at 7:30 and Seminar begins at 8:00 am**

**Workshop will be held in Room 157**  
**DWS Building 1385 South State Street**  
**Salt Lake City, Utah**

**April 14<sup>th</sup>**  
**class is**  
**full!**

**Due to the high demand for this training, another class has been created**  
**Tuesday, April 28, 2009 7:30 am to 10:00 am**  
**Registration and Breakfast starts at 7:30 and Seminar begins at 8:00 am**

**Workshop will be held in Large 1<sup>st</sup> Floor Conference Room**  
**UDOT Communications Office, 4501 S. 2700 W.**  
**Salt Lake City, Utah**

**To register for this workshop, please [click here](#).**

**For Questions – Please contact Mike Tribe at [miketrib@utah.gov](mailto:miketrib@utah.gov) or**  
**Gary Schow at [gschow@utah.gov](mailto:gschow@utah.gov)**